



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/03/79	1. Agency Address Georgia Ports Authority Operations Division, Ship Operations Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 80-212	
Application Number 76		Date Received AUG - 9 1979	Date Completed JAN 31 1980
2. Person to Contact Robert Ruiz		Working Title Manager	Telephone Number 964-1721, # 303
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest: 1970 Latest: To Date		5. Records Series Title (followed by title used in office, if different) Ship Schedule File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Savannah State Docks & Warehouses - Garden City and Ocean Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Name of ship, line, destination, cargo to be loaded and unloaded, date due, length of ship, agent & stevedore, berth assigned. included are: Ship schedule form, weekly recap, daily changes and correspondence to shipping companies. File is arranged: Chronologically by due date.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>30</u> ; Seven to twelve months old <u>30</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>seldom</u> ? - upon request.			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value? Long Term
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? See Below.
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	7 _____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Should a claim be filed against the Port Authority by the line or shipping company, correspondence contained in this file could be helpful - duplicates of this correspondence is not maintained in the ship file.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 _____ year(s); then
- ☒ Transfer to local holding area, hold 5 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

* h. This file series covers two types of files; ship schedules and correspondence. The ship schedules are duplicated in the Operations Control Office, Operations Administrative Office, Trade Development Office, Traffic Office, Engineering Office, Insurance Representative's Office, Assistant Director of Finance's Office, Docks, Warehouse, Ocean Terminal, Brunswick Facility and foreign trade offices.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8/3/79	<i>[Signature]</i>	8-3-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	1-29-80
		Secretary of State/Designee	1-28-80
		Attorney General/Designee	1-30-80